

# **Athletic Association of Brant/Haldimand/Norfolk**

**This constitution dated September 2022, replaces and supersedes all previous constitutions for this organization.**

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## ***Constitution of the Athletic Association of Brant/Haldimand/Norfolk***

July 2020

### **ARTICLE 1: Name**

The Organization shall be known as the Athletic Association of Brant/Haldimand/Norfolk (AABHN)

### **ARTICLE 2:**

#### **Section 1: Mission**

The mission of AABHN is to provide opportunities for the students of its member schools to improve their health, happiness and welfare through participation in interschool sports competition.

#### **Section 2: Statement of Philosophy**

1. As educators and coaches, the AABHN's primary concern must be to ensure a valuable experience for the students participating in its athletic programs and competitions. Participants should be able to pursue excellence within an environment that promotes values with life-long application and fosters the principles of good sportsmanship and fair play among all student athletes and all members of the coaching staffs. The spirit of friendly competition, and a desire to win through an all-out effort within the rules of the game and through equal rights of all players, must be accompanied by recognition of and appreciation for the achievements, desires, effort, and abilities of one's opponents. Participants will thus have the opportunity to develop pride in themselves, as well as respect for their opponents.

Competition initially serves as a motivating force to improve performance. It creates the desire to work hard toward the mastery of the skills and knowledge necessary for improvement. At the same time, competition provides immediate feedback as to the quality of learning that has occurred. Competition against oneself improves personal performance and ensures a valuable experience in athletics. The knowledge that one has given one's best, regardless of the outcome, provides a sense of achievement and satisfaction.

Involvement in inter-school competition allows the student-athlete to become more aware of his/her strengths and limitations and to work towards his/her potential. It is hoped that encouragement received through athletic participation will stimulate interest beyond the school level in outside groups or clubs and foster the pursuit of healthy active living activities after the completion of the secondary school participation.

As educators, coaches should realize the great potential for the development of personal and social values through sports participation and help to facilitate related worthwhile outcomes.

All participants should be encouraged to achieve creditable academic progress and to make a contribution to the general educational program of the school.

## Section 3: Aims and Objectives

### The AABHN shall:

1. promote, organize and administer athletic competitions of the highest standard between its member schools
2. promote a wide variety of sports consistent with the interests of students within member schools
3. always, where a conflict of interest arises, base any settlement upon the principle of the most good to the most schools
4. protect and supervise the athletic and moral interests of the students, coaches and member schools
5. provide opportunities for the development of leadership skills, athletic skills and physical fitness
6. foster principles of good sportsmanship and fair play among all student-athletes and all members of the coaching staff
7. encourage all AABHN participants to respect the religious, social and cultural values of all participants in competition
8. co-operate with other organizations that have similar aims and objectives

## Section 4: Gender Equity Policy

Gender equity in school sport is the belief and practice which ensures fair access for all student athletes, coaches, officials, and administrators to participate, compete and lead.

As per the OFSAA Gender Equity Policy, equity does not necessarily mean that all persons must be treated the same. People may need to be treated differently to be treated fairly.

The Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board will visit gender equity as it relates to equal participation in sport on a case-by-case basis.

As per the OFSAA Policy on Student-Athlete Participation: AABHN supports student-athlete participation on a team of their lived gender and encourages equitable programs in co-curricular activities in terms of funding, practice time and facilities.

AABHN will continue to promote equitable opportunities for students in co-curricular activities.

**Actions:** If a sport activity is not available for a female on a girls' team, she is eligible to participate on a boys' team following a successful try out.

Where a sport activity is available for a female on a girls' team, she is eligible to participate on a boys' team if she demonstrates comparable skill and ability during a successful try-out.

If a sport activity does not exist for a boy, he is not eligible to participate on a girls' team.

The full OFSAA Regulations can be obtained at [B Y - L A W S \(ofsaa-wp.s3.amazonaws.com\)](https://www.ofsaa-wp.s3.amazonaws.com)

### Considerations of the Ontario Human Rights Commission

All scenarios must consider the Policy on Preventing Discrimination because of Gender Identity and Gender Expression as outlined by the Ontario Human Rights Commission.

The full policy can be found at:

[https://www.ohrc.on.ca/en/policy-preventing-discrimination-because-gender-identity-and-gender-expression:](https://www.ohrc.on.ca/en/policy-preventing-discrimination-because-gender-identity-and-gender-expression)

As gender equity scenarios arise within our schools and sport teams, AABHN will communicate them to the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board for the best solution.

## **ARTICLE 3: Membership (Schools)**

### **Section 1: General**

Member schools agree to abide by all Articles of the Constitution as well as the Playing Regulations of AABHN. The Association shall not guarantee any member school automatic participation in any of the Association activities. Participation shall be considered a privilege, not a right. AABHN shall consist of the following member secondary schools under the jurisdiction of the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board:

#### School Name

Assumption College School  
Brantford Collegiate Institute and Vocational School  
Cayuga Secondary School  
Delhi District Secondary School  
Dunnville Secondary School  
Hagersville Secondary School  
Holy Trinity Catholic High School  
McKinnon Park Secondary School  
North Park Collegiate and Vocational School  
Paris District High School  
Pauline Johnson Collegiate and Vocational School  
Simcoe Composite School  
St. John's College  
Tollgate Technological Skills Centre  
Valley Heights Secondary School  
Waterford District High School  
W. Ross MacDonald  
STEAM

## Section 2: Membership (Coaches and administrators)

- AABHN will have representatives from each school - eighteen (18) representatives
- Nine (9) representatives from the Brantford area, five (5) representatives from the Norfolk area and four (4) representatives from the Haldimand area
- there will also be an administrative representative from each of the Public and the Catholic Boards as well as an Athletic Project Consultant from each school board.

## Section 3: Voting privileges

Each school representative will have a vote. Administrative representatives and the athletic project consultant do not have voting privileges.

## Section 4: Membership of New Schools

Schools wishing to enter into the activities of the organization shall apply directly to AABHN.

## Section 5: School Monikers and Colours

School Name	School Moniker	School Colours
Assumption College School	Lions	Blue, Burgundy, Grey
Brantford Collegiate Institute and Vocational School	Mustangs	Royal Blue, Gold
Cayuga Secondary School	Warriors	Green, Gold
Delhi District Secondary School	Raiders	Navy Blue, Gold
Dunnville Secondary School	Panthers	Black, Red, Yellow
Hagersville Secondary School	Hurricanes	Red, Black, Yellow
Holy Trinity Catholic High School	Titans	Black, Silver, Maroon
McKinnon Park Secondary School	Blue Devils	Blue, Gold
North Park Collegiate and Vocational School	Trojans	Orange, Green
Paris District High School	Panthers	Red, Black, White
Pauline Johnson Collegiate and Vocational School	Thunderbirds	Maroon, White
Simcoe Composite school	Sabres	Royal Blue, White
St. John's College	Green Eagles	Green, White
Tollgate Technological Skills Centre	Tigers	Black, Yellow
Valley Heights Secondary School	Bears	Purple, White
Waterford District High School	Wolves	White, Purple, Black, Red
W Ross MacDonald	Otters	Royal Blue, White
STEAM		

## ARTICLE 4: Officers

The executive officers of the AABHN shall be the President, Past President, Vice-President, Secretary, Treasurer, CWOSSA Representatives (2 for D5, 2 for D9), Principal Representative, (1

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**from each Board of Education) District Representatives (1 person from each school).**



### **Section 1: Selection of the District Executive**

- selection of the President and Vice-President will come from the district executive
- for the first two (2) years it is understood that the selection of the officers will come from all three (3) regions if possible
- one (1) of the President or Vice –president in the first year should come from the Catholic representatives
- it is recommended that the term of office for the President, Vice-president and Past President be a two (2) year term and a minimum two (2) year term for District Representatives

### **Section 2: Duties of the District Executive**

- conduct the general business and activities of the AABHN
- enforce the AABHN Constitution, its philosophy, and codes of conduct
- rule on situations not specifically governed by the AABHN Constitution
- fill any vacant district executive office with any member in good standing from the district
- support convenors in the organization of AABHN District Championships
- hear appeals of decisions of the AABHN District Transfer Eligibility Committee
- hear appeals of decisions of the Board of Reference
- hear CWOSSA classification appeals
- be the final authority on decisions regarding any area under AABHN jurisdiction
- select CWOSSA representatives

### **Section 3: Duties of the President**

- promote the goals of the AABHN
- act as chair at the district executive and general meetings
- call emergency meetings of the district executive when necessary
- prepare any agenda in consultation with the District Executive one (1) week prior to each General Meeting. This information will be shared with all members of the Association.
- act as spokesperson for the AABHN when communicating with the media and the general public
- be familiar with standard parliamentary procedures and ensure that these procedures are adhered to at district meetings

### **Section 4: Duties of the Past President**

- assist the president in presiding over the district's business
- assume the responsibilities of the district president when necessary
- chair the Board of Reference Committee for Players, Coaches and Fans

### **Section 5: Duties of the Vice-President**

- assume duties of District President and Past President if they are unavailable

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- be familiar with standard parliamentary procedures and ensure that these procedures are adhered to at district meetings
- chair the District Transfer Eligibility Committee
- assume other duties assigned at the discretion of the District President

### **Section 6: Duties of the Secretary**

- attend all district executive and general meetings
- keep an accurate account of the proceeding of all district executive and general meetings
- send out minutes of district executive meetings to executive members
- send out minutes of general meetings to all member schools
- deal with correspondence for the AABHN
- serve notice at least two (2) weeks in advance of district executive and general meetings
- keep a record of all constitutional motions presented to the district

### **Section 7: Duties of the Treasurer**

- attend all district executive meetings
- keep an accurate account of all receipts and expenditures of money and prepare a financial statement for each AABHN meeting
- perform such other duties as the association officials shall from time to time require
- recommend and send notice to all schools of the athletic fee to be paid by participating schools in the fall and winter and calculate the final fee owing by each school in June after all sport seasons are completed
- send out notice of final fees to all schools to be collected before the AGM
- **Treasurer will be paid an honorarium of \$ 1000.00.**

### **Section 8: Duties of the CWOSSA Representatives**

- liaison with CWOSSA/OFSAA on all matters concerning AABHN
- commit to a minimum three (3)-year term where possible
- attend all AABHN district executive meetings
- attend CWOSSA meetings and report back to the district executive
- be members of the Transfer Eligibility Committee

### **Section 9: Duties of the Principals' Representative**

- act as a liaison between the AABHN district executive and the school administrators
- attend district executive and annual general meetings
- write the letter in response to incidents involving Board of Reference appeal, along with committee members, and send to involved schools

### **Section 10: Duties of District Representatives**

- duties to be assigned by the District president
- attend all AABHN district executive and general meetings

**ARTICLE 5: Finances**

- schools will pay a set athletic fee in September and January (both set by the Treasurer) for participation in AABHN athletics
- the Treasurer with assistance from the Athletic Project Consultant will calculate a final payment for each school after all seasons are completed. This final payment is to be made to the Treasurer before the AGM

## **ARTICLE 6: Coaches/ Coach Liaison (OCT member employed by the Board)**

### **Section 1: Responsibilities**

- I. **Definition of Coach:** a coach is any individual approved by the principal or designate. All new coaches must go through an approval process by the school administrator/designate to determine the coach's knowledge, experience and, where appropriate, qualifications (e.g., higher risk sports) to safely coach the sport.
- II. Any coach who is not a teacher or administrator employed by the board or an individual with teaching certification approved by the principal (e.g., retired teacher, teacher not under contract, co-op students, other secondary students, early childhood educators, or teacher candidates) must:
  - i. become familiar with relevant school and school board policies and procedures provided by the principal or designate;
  - ii. be assigned a coach liaison (OCT member employed by the Board); and
  - iii. have a current police check
- III. **Definition of Coach Liaison:** a coach liaison is defined as a teacher, principal, or vice-principal with a current certification from the Ontario College of Teachers and under contract by the school/school board. A coach liaison (OCT member employed by the Board) must be appointed for every coach who is not a teacher or administrator employed by the board. The coach liaison (OCT member employed by the Board) will be responsible for carrying out all the duties required of a teacher pursuant to the Education Act and the safety guidelines. The level of support will be commensurate with the expertise and qualifications of the coach and will be determined by the principal or designate.
  - The coach liaison (OCT member employed by the Board) must be present for all games and tournaments
  - The coach liaison (OCT member employed by the Board) must be present at team meetings that are not in the gymnasium, arena or on the field of play
  - While the coach/coach liaison (OCT member employed by the Board) is in-charge and responsible for the overall safety and well-being of persons under their care, sometimes there are other personnel who make final decisions regarding the safety of the participants (e.g., lifeguards). However, when possible, these decisions should be made in consultation with the coach/coach liaison (OCT member employed by the Board).

### **Section 2: Supervision**

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- I. Coaches must be aware of the type of supervision required for their sport eg, constant visual for high jump; on site supervision for badminton and relays; in the area supervision for cross country running
- II. As a minimum the designated coach liaison (OCT member employed by the Board) will provide “in-the-area” supervision for all practices, and will be in the bench area for games and competitions with the exception of sports like cross country running and skiing where they will need to be visible “in-the-area”.
- III. When a school team is travelling outside of their school district, a coach liaison (OCT member employed by the Board) from the same school/school district must accompany the team, must be accessible and at least one (1) of the following criteria must be in place:
  - i. The coach liaison (OCT member employed by the Board) is visible
  - ii. The coach liaison (OCT member employed by the Board) is circulating on the same site
  - iii. The location of coach liaison (OCT member employed by the Board) is at the same location and whereabouts is known
  - iv. If a coach is a high school student and under the age of 18, the coach liaison (OCT member employed by the Board) must be visible at all times
- IV. Coaches should check with CWOSSA and OFSAA for any additional supervision requirements

### **ARTICLE 7: Role of Convenors**

- establish a format for the schedule with input from the coaches and the Athletic Project Consultant
- review and make changes to the schedules prepared by the Athletic Project Consultant
- liaison with Athletic Project Consultant to ensure smooth running of district finals/tournaments
- be present where possible at district finals for their sport
- chair the annual coaches meetings in the spring and for the first year chair preseason coaches meetings each season
- collect relevant data (unplayable dates, special school functions, field /gymnasium closures etc.) at those meetings to assist the Athletic Project Consultant in the development of league schedules
- prepare a report at the end of each season outlining league and playoff champions, financial implications and any changes suggested for next year
- league results to be provided to the Athletic Project Consultant for the AABHN archives
- work with host schools to collect all gate receipts
- send all gate receipts/monies received and outstanding bills to the AABHN treasurer
- all convenors are encouraged to attend or send a designate to present awards at Championships.

### **ARTICLE 8: Role of the Secondary Athletic Project Consultant**

\*\*\* each school board will hire their own consultant. Consultants will coordinate with each other to complete required tasks. \*\*\*

## **Section 1: Communications with Board, Community and Regional Groups and Associations**

- liaise with convenors, organizers, officials, coaches and community partners regarding co- instructional programs
- attend and support district meetings
- clarify information regarding co-instructional activities for principals, superintendents, trustees, athletic association executives, parents and the community
- communicate with the system, community and media to recognize and promote the educational value of co-instructional programs
- provide support to the district executive and system leaders to problem solve issues/concerns related to co-instructional programs

## **Section 2: Coordinate Support Services for Co-instructional Programs**

- facilitate the coordination of officials, facility use and booking of external venues, including liaising with cities, counties, and other community partners for specified co-instructional activities
- support convenors in creating schedules and determining playoff qualifiers, pairings and formats
- assist with record-keeping: record games postponed/rescheduled, collect scores, monitor and record game disqualifications
- ensure schedules are posted and weekly results and standings are on the website
- assist and support convenors and leaders in organizing District Championship events including finalization of participating schools, scheduling, booking venues, transportation, security and first aid as required as well as the purchasing and distribution of awards
- interpret and facilitate the revision of procedures, playing regulations, constitutions, and guidelines (e.g., Convenors and Coaches Handbooks), to align with Board policies (e.g., adoption of Provincial Safety Guidelines), and provide safe and secure programs
- facilitate the distribution, purchase and maintenance of “central” equipment for Board co- instructional events/activities
- oversee athletics budget and manage the accountability process alongside the district treasurer
- act as board contact for the OPHEA Safety Guidelines sport expectations
- act as board liaison for CWOSSA and OFSAA

## **ARTICLE 9: Meetings**

### **Section 1: AABHN Meetings**

- AABHN meetings will be called by the President when necessary
- the first meeting of the new school year shall be held no later than the second week of school in September.
- there shall be four (4) regularly scheduled meetings and the AGM meeting in
  - June: Second week of September
  - First week of November
  - Last week of January (optional)
  - First week of April
  - June
- the June meeting is the Annual General meeting

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- at the Annual General meeting each member school of the association in attendance is allowed one (1) vote.
- A quorum for any meeting shall be half plus one (1) of the member schools
- Convenors or their designate should provide a report to the district executive at the end of their activity season
  
- Written notice of district meetings should be sent out at least two (2) weeks prior to the date of the meeting and sent out on line where possible
- All meetings will be conducted in accordance with Roberts Rules of Order
- A guideline for order of business at AABHN meetings is
  - Call to order
  - Minutes of previous meeting
  - Business arising from the minutes
  - Correspondence
  - Reports - treasurer, convenor(s) (Athletic Project Consultant), CWOSSA, principals reps
  - New business
  - Adjournment

### Changes to the order of business for the June meeting

- AGM preceded by sport specific meetings
- Election of officers
- Changes to constitution and playing regulations
- Convenorships
- Awards and presentations

## **Section 2: Pre-season Coaches Meetings**

For the first year a pre-season Coaches Meetings will be held for all activities offered by the Association. Each school participating in an offered activity must send a staff member to this meeting to prepare for the upcoming season. A community/volunteer coach (not an OCT member) may attend a pre-season coaches meeting without the coach liaison (OCT member employed by the Board) present since students will not be present at these meetings.

The order of business shall be:

- Roll call
- Reminder of eligibility and transfer documentation
- Review schedule/championship format
- Review of playing regulations
- Selection of jury of appeal
- Results and/or reporting of scores



- Other business

### **Section 3: Post-season Coaches Meetings**

Post season coaches meetings will be held following the completion of the season only if there are any proposed changes to the playing regulations or issues with scheduling, facilities, travel etc. Motions

must be sent to the Athletic Project Consultant within one (1) week after the completion of the season. A community/volunteer coach (not an OCT member) may attend a post-season coaches meeting without the coach liaison (OCT member employed by the Board) present since students will not be present at these meetings.

The order of business shall be:

- Roll call
- Review of season and championship results
- Changes to playing regulations
- Recommendations for next season
- Other business

## **ARTICLE 10: General**

### **Section 1: Amendments to the Constitution**

The constitution may be amended at the annual general meeting or at a special meeting called by a majority vote of the member schools. A quorum of half plus one (1) of the member schools is required, and each school is limited to one (1) vote. In addition, the district executive members excluding the principal's representative and Athletic Project Consultant get one (1) vote each. Constitutional changes require a simple majority vote of votes cast. Amendment proposals must be submitted to the President in writing at least one (1) month before the scheduled meeting. The Secretary shall then send these amendment proposals out to each member school along with the agenda, at least two (2) weeks prior to the meeting, for school discussion.

For the first two (2) years amendments to the constitution can be made at any time with two (2) weeks notice to be voted on at any executive meeting.

### **Section 2: By-Laws**

- the Association, from time to time, may make By-Laws consistent with this constitution as it deems necessary for the conduct of the business of the Association

### **Section 3: Affiliation**

- this Association through its memberships in CWOSSA is a member of OFSSA
- unless this Association adopts special rules for certain activities, AABHN shall follow the By-Laws of the CWOSSA Constitution

### **Section 4: Championships**

- a minimum of three (3) schools competing in a sport are required in order to have an AABHN District championship
- Gate fees - Admission prices to AABHN playoffs are as follows:

Adult	\$ 5.00
Student	\$ 3.00

## Section 5: Host School for Playoffs

- The team that finishes in the highest rank after the semi-finals in the Senior Division will host the championship for both the senior and junior divisions.

Host schools shall:

- a) be responsible for preparing the facility for the competition
- b) have competent score keepers available if needed
- c) be responsible for setting up and managing the gate where applicable.
- d) send all gate proceeds to the treasurer within two (2) weeks following applicable playoff games. Host schools are to apply to the District Treasurer for reimbursement of costs incurred when hosting
- e) be aware of play-off game times: see playing regulations for each sport

## Section 6: Playoff Structure

- Only the top 6 teams in the league will make the playoffs.
- Teams that finish 1<sup>st</sup> and 2<sup>nd</sup> in the league standings will get a bye.
- The quarter finals will take place at the higher ranking school between 3<sup>rd</sup> and 6<sup>th</sup> place, and 4<sup>th</sup> and 5<sup>th</sup> place.
- After the quarter-finals, the highest remaining seeds will play the lowest remaining seeds.
- The winner of the highest ranking team will host the finals.

## ARTICLE 11: Awards

### Section 1: Trophies

All trophies remain the property of AABHN. The upkeep, repair and engraving of each trophy are the responsibility of the Association. Member schools may be charged for repairs to trophies due to negligence. All team and individual trophies must be returned to the convenor by the preseason meeting.

### Section 2: Team and Individual Awards

AABHN Championship Awards are provided by AABHN and given to the winners of approved and sponsored activities (see list below). Approved activities must appeal to the AABHN District Executive for the use of existing AABHN trophies. New plaques/trophies will be ordered to replace the old awards that will be archived.

The following sports: baseball, basketball, curling, fast-pitch softball, field hockey, football, hockey, lacrosse, rugby, soccer, slo-pitch softball, ultimate frisbee, cheerleading and volleyball will be awarded:

- Championship team: Team Trophy/Plaque

The following sports will receive a team trophy for overall team champions (where applicable includes both male and female) Individual schools are responsible for recognizing individual champions at their age class.

Wrestling  
Badminton  
Swimming  
Tennis  
Track and Field  
Cross country  
Golf  
Tennis

**Note:** for the following sports, cross country running, wrestling, swimming, track and field, golf and tennis there must be a minimum number of three (3) schools participating

## **ARTICLE 12: Eligibility (see OFSAA Constitution)**

### **Section 1: Academic**

- AABHN will conform to OFSAA eligibility and certification practices. Coaches are to present eligibility sheets to the convenor prior to the 1<sup>st</sup> game (the OFSAA Hub eligibility system must be used). If the sheet is not received by the 2<sup>nd</sup> game forfeits may occur. Eligibility sheets must contain student name, date of birth and date of entry to secondary school
- all students are eligible for AABHN athletic competition if they qualify under OFSAA eligibility rules and AABHN sport playing regulations. They must also be bona fide students in the opinion of the principal of the school they represent
- a bona fide student:
  - i) must be in regular attendance in grade nine (9) to twelve (12)
  - ii) who has fewer than twenty-two (22) credits, must be taking courses which define them as full-time students under the Ministry of Education definition. Namely, a student in a traditional school must be registered in a minimum of six (6) full day school credit courses; in a semestered school, a student must be registered in a minimum of three (3) full day school credit courses in the semester in which he/she participates
  - iii) who has achieved twenty-two (22) credits must be taking four (4) full day school credit courses over the school year or two (2) full-day school credit courses per semester
  - iv) will be eligible to participate for no more than five (5) consecutive years from entry into grade nine (9)
- sports overlapping into both semesters require the student to be registered as a full time student in both semesters in the same school and playing for the team in both semesters unless otherwise approved by the transfer committee.
- AELS Eligibility will be used for all sports.
- a student shall physically participate in a minimum of one (1) regular season, to be eligible for any playoff game - with the exception of a transfer student(s) or an injured athlete. Injured athletes names must appear on the AELS eligibility sheet. They do not have to be in the bench area for games.
- it is recommended that all student-athletes competing in any AABHN sanctioned competition be meeting the minimum academic standards as set out by their respective schools

### **Section 2: Age Classification**

Age: (following OFSAA rules)

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**Senior:** the individual's birth certificate indicates that he/she has not reached his/her

19th birthday by January 1st prior to the start of the school year in which the competition is held.

**Junior:** the individual's birth certificate indicates that he/she has not reached his/her 15th birthday by January 1st prior to the start of the school year in which the competition is held.

**Bantam:** the individual's birth certificate indicates that he/she has not reached his/her 14th birthday by January 1st prior to the start of the school year in which the competition is held. Students may compete in this category for one (1) year only.

The official birth date shall be that recorded in the school student information system.

### **Section 3: Transfer and Eligibility**

- Previous High School Enrolment

Any student who attended another high school in the previous twelve (12) months must apply to the AABHN Transfer and Eligibility Committee for eligibility approval. Any transfer student is deemed ineligible until such time as approval has been granted by the AABHN Transfer and Eligibility Committee. Retroactive approval will not be given. Participation in any AABHN activity prior to this approval will result in a default.

- High School Transfer Application Process

Transfer applications can be obtained at the school through the coaches of each sport and processed through the school's Athletic Director. Dates and deadlines for the transfer meetings will be published at the beginning of each school year.

The AABHN Transfer and Eligibility Committee will deal with applications according to the meeting dates set at the beginning of the year. Dates will be scheduled to reflect the OFSAA appeal deadlines dates.

- A student may appeal the decision of the AABHN Transfer Eligibility Committee to the CWOSSA Transfer Appeals Committee prior to the OFSAA deadline.

### **Section 4: Male/ Female Eligibility**

- if a sport activity is not available for a female on a girls team, she is eligible to participate on a boys team following a successful tryout
- where a sports activity is available for a female on a girls team she is eligible to participate on a boys team following a successful tryout. She is not eligible to participate on the girls team if she has already played on a boys team in that specific sport
- if a sports activity does not exist for a male, he is not eligible to participate on a girls team
- AABHN supports the participation of student athletes in sport in accordance with their lived gender identity.

### **Section 5: Eligibility Lists**

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- a completed and correct OFSAA Hub eligibility list for all AABHN inter-school competition must be submitted to the convenor by the deadline given at the pre-season meeting. The names of all potential players and coaches, and managers and/or others affiliated with a team must be included on the OFSAA Hub eligibility list. Each OFSAA Hub eligibility list is to provide the name of the head coach and any assistant coaches and managers. The head coach must be clearly identified
- additions to the OFSAA Hub eligibility list are permitted throughout the regular season. An updated OFSAA Hub eligibility list must be submitted prior to competition. Players are considered ineligible until this list has been confirmed as received
- OFSAA Hub eligibility lists must be signed by the coach, principal or designate, school athletic director and then sent to the sport convenor

### **Section 6: Team and Player Eligibility**

- all game sheets/rosters are to include the names of all those in the bench area (players, coaches, managers). In order to be in the bench area an individual's name must appear on the OFSAA Hub eligibility sheet. Players under game or school suspension may not sit in the bench area
- individuals are deemed to have played if their name appears on a game sheet. Individuals must be present at a game to be included on a game sheet with the exception of injured or suspended players
- if the length of the suspension extends beyond the completion of the sport in which the suspension occurred, the athlete could serve the remainder of the suspension in the next sport played which could extend into the following school year. A Board of Reference can supersede this rule.
- for games, an OCT member employed by the Board must be present in the bench area from the start of the warm-up until the last competitor has left the area
- for practices, an OCT member employed by the Board must be in the vicinity of the practice area if there is a volunteer/community coach (not an OCT member)
- Once a player begins the season as a member of a team (try-out, practice or game), that player will be declared ineligible to play that sport at any other school within the Association that year. Unless deemed eligible as per the transfer policy.
- A player who plays more than 1 league or playoff game with a team of an older age class in any season, may not revert to the younger age class in the same sport that season.
- To qualify for an AABHN play-ff game, a player must have played in 1 of the regular season games. To play implies, that the player is dressed and on the roster for that game.
- A player must compete in only one classification in any play-off game or championship meet in the same season in any 1 sport. A player may not compete in 2 divisions in the same sport on the same day during playoffs.
- A student is allowed to compete in 2 AABHN events on the same day. If this occurs in the same sport (eg. Junior and Senior), the junior player must be circled and indicated on the game sheet that they are a junior player. The coach shall inform the opposing team that they are playing a junior in a senior game, and the convenor shall be notified after that game.
- The only way a junior athlete could play in any senior playoffs is if his/her team did not make the playoffs and he/she played at least 1 game with the senior team during the regular season. They may however join the senior team at CWOSSA.

### **Section 7: Twinning**

Athletes from two (2) schools may participate on the same school team when the following criteria are met:

- I. The two (2) schools have entered into an official mutual arrangement of co-participation for the purposes of school sports activities not currently offered at the smaller school providing the smaller school is in compliance with subheadings (ii, iii, iv).
- II. the student population of one (1) of the schools is under 100 students
- III. the two (2) schools either share facilities or are in close proximity to each other;
- IV. the Association supports the mutual arrangement of co-participation of the two (2) schools for sports not currently offered at the smaller school providing the smaller school is in compliance with the first three (3) subheadings.
- V. the schools which have entered into an official twinning arrangement shall use the combined FTE of the twinned schools for purposes of determining the classification level in the sports for which the two (2) schools have twinned.

## **ARTICLE 13 - Protests Section**

### **1: Criteria**

Protests may be made if the following occurs:

- violation of the AABHN constitution and/or sports policies
- violation of the eligibility rules
- violation of general and specific rules governing AABHN activities
- where games are conducted under unusual circumstances (if the attention of the officials is drawn to the conditions prior to the game and the game is played under protest and such a statement signed by the official appears on the official game sheet)

### **Section 2: Procedure**

- all protests concerning AABHN activities shall be handled by the Board of Reference committee
- a request for a settlement must be made in writing to the chair of the Board of Reference Committee within twenty-four (24) hours
- all requests must be signed by the principal of the school and the coach of the team making the protest
- copies of the letter must be forwarded by the school making the protest to the other school(s) participating in the competition and the referees/officials in charge of the contest under protest. An incident report if filed by the referee/official must accompany the letter of protest

## **ARTICLE 14 – Forfeits, Cancellations, Withdrawals Section 1:**

### **Forfeits/Defaults**

It is the expectation that all scheduled games will be played.

Under circumstances where a school is responsible for a game not being played (a default) and there is no reasonable opportunity to reschedule, then the school at fault will forfeit the game.

a) A default is declared when any of the following situations occur:



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- i. a member of the school's teaching staff is not present at the team's bench throughout the game
  - ii. an insufficient number of players are available to start or continue the game.
  - iii. a team arrives later than fifteen (15) minutes after the scheduled start of the game. (allowances should be considered due to unforeseen circumstances, e.g. traffic delays, bus/automobile accidents etc.)
- b) The home school must notify the convenor/Athletic Project Consultant assistant of any defaults.
- c) The defaulting team will be responsible for paying the total cost of the referees' fees and any other costs incurred by the non-defaulting school eg, transportation costs if not notified in time to cancel a bus. (See Section 2)
- d) If the forfeit is seen as being counter to the spirit of competition, the opposing team or association directors can challenge the forfeit in a board of reference.

The following will be forfeited scores:

Basketball 20-0  
Hockey 5-0  
Soccer 3-0  
Football 21-0  
Volleyball 3 sets - 0 sets, game scores 25-0, 25-0, 25-0  
Rugby 5-0  
Girls Fast Pitch 7-0  
Boys Baseball 7-0  
Lacrosse 5-0  
Girls Field Hockey 2-0

If a play-off game is forfeited the play-off schedule format will remain the same.

Referees costs for forfeited games are the responsibility of school that forfeits as well as any other costs incurred by the non-defaulting team.

## **Section 2: Cancellations and Postponements**

- under reasonable circumstances in the event of a cancellation or postponement the school involved must make every effort to contact the convenor/Athletic Project Consultant and the other competing school at least two (2) days prior to game time. In the event of extreme and unforeseeable circumstances which necessitate the cancellation or postponement of a game (e.g. sickness, accident, safety concerns regarding facility use) the school involved must make every effort to contact the convenor/Athletic Project Consultant and the other competing school at least four (4) hours prior to game time
- the convenor/Athletic Project Consultant will notify the officials' assignor regarding the game cancellation/postponement
- the school that cancels the game will be responsible for paying the total cost of the referees' fees if the referees cannot be rescheduled

- officials are responsible for assuring that the game site is safe for play
- officials are authorized to cancel/postpone the game if unsafe conditions exist
  - coaches must comply with the decision of the officials in this regard
  - should the officials cancel/postpone a game, the cost of the official's fees will be shared equally by both teams
- coaches are reminded to cancel all transportation in the event of a cancelled/postponed game

### **Section 3: Withdrawals**

- if a team decides to withdraw from the league they must notify the convenor/Athletic Project Consultant immediately
- schools should speak to the convenor before withdrawing from the league to examine and discuss possible solutions
- the convenor/Athletic Project Consultant will notify the remaining teams in the league of the withdrawal
- all points associated with games played to date will be rescinded and any remaining games involving the withdrawn team will be cancelled
- the convenor/Athletic Project Consultant will notify the officials' assignor regarding the game cancellations
- any costs incurred due to changes (facilities, referees, transportation) or late notice will be charged to the school that withdrew from the league
- the school that withdrew must apply to the AABHN executive for reinstatement the following year

## **ARTICLE 15 – Board of Reference for Players, Coaches or Fans Section 1:**

### **Purpose**

- The Board of Reference Committee for Players will deal with:
  - Unsportsmanlike conduct
  - Game ejections
  - Athletes playing while under suspension by the school or association
  - Any contraventions of the AABHN Constitution, AABHN playing regulations or School Board policies which occur prior to, during or following and athletic event when representing their respective board.
  - The Board of Reference hearing will be held at the discretion of the Executive Members and the date will be set by the Past President.
  - A coach will be called to a Board of Reference upon his/her teams accumulation of these (3) incidents involving player Board of References within a single season.

### **Section 2: Composition**

- The Board of Reference will consist of the Past President (chair), an administrative representative and three (3) other directors not directly involved in the incident.
- Every effort will be made to ensure both D5 and D9 are represented on the Board of Reference.
- Where there is a conflict of interest for the chair, an alternate executive member will take on this role.

### **Section 3: Procedures for Calling a District Board of Reference**

- All complaints must be submitted in writing using the Incident Report Form found on the AABHN website.
- The Past President will submit the Incident Report Form to executive members to determine whether a Board of Reference is required.
- Each director will be notified and sent a copy of the Incident Report Form of the schools involved.
- Every attempt will be made to hold the Board of Reference hearing before the next game in the participants' schedule.
- If a player, coach or fan are ejected from a game (see some sport exceptions on sport policies) it is the responsibility of the coach and/or convenor to report this to AABHN via the Incident Report Form as well as the administrator at that offending school.
- Board of References may take place in person or via a TEAMS meeting.

### **Section 4: Responsibilities during a Board of Reference**

- The chair will gather all information pertaining to the incident in order to have a clear understanding of what has taken place.
- Present the facts as gathered to the Board of Reference members at the start of the hearing.
- Invite the school administrator/director/coach/player/fan (who issued the Incident Report Form) to give their account of the incident as witnessed. A maximum of 15 minutes will be given.
- The Board of Reference committee members may ask for clarification or ask questions before they are asked to leave.
- The subject of the Board of Reference will then be invited into the meeting to give their account of the incident. A maximum of 15 minutes will be given, with additional time for questions or clarification.
- Once finished the subject will leave and the committee will deliberate on any sanctions, if further decided.

### **Section 5: Results of the Board of Reference**

- The administrative representative will send a written report of the decision of the Board of Reference to the director and administrator at each school within 24 hours.
- The chair will keep a confidential file of all decisions made at Board of References.

### **Section 6: Penalties/Suspensions**

- Any player who is **ejected** from a game/competition will automatically be suspended from his or her next AABHN league game, be it regular season, play-off, CWOSSA or OFSAA event.
- While a player is under AABHN suspension, and until his or her suspension has been served, he or she shall not play in any regular season (league games or league tournaments), play-off, CWOSSA or OFSAA sanctioned games.
- Invitational tournaments and exhibition games do not count toward the suspension.
- Any player who is suspended twice in a twelve (12) month period will be automatically suspended from all AABHN activities until he or she appears before the Board of Reference for Players

### **Section 7: Guidelines for Suspensions**

- The Chair and members of the Board of Reference Committee shall determine reasonable penalties or lengths of suspensions. Below are types of infractions which could lead to multiple game suspensions or removal from a team or athletic competition.

<b>Infraction</b>
Major Penalty or ejection (red card not from 2 yellows)
Game misconduct
Attempt to Injure
Spitting/dissent
Verbal Abuse of Official/Opponents
Spitting at Opponent/Official
Falsification of Documents
Fight
Physical Abuse of Official

## **ARTICLE 16 – Appeal Process for a Board of Reference Section**

### **1: Purpose**

- An individual may apply for an appeal if the length of suspension is three or more games or for any of the following reasons:
  - The results as outlined in the constitution or sports policies have not been applied accurately
  - There has been a procedural error in violation of the constitution
  - There has been a significantly inconsistent length of suspension bas on past precedence
  - New information or evidence of misinformation relevant to the situation has been received

### **Section 2: Procedure for Filing an Appeal**

- Written notice of intent to appeal with at least one detailed rationale is to be filed with at least one administrative representative within seven days of the Board of Reference decision.
- A \$50.00 non-refundable payment is made by cheque to AABHN in advance of appeal.
- The appeal board will consist of the executive. The President or Vice President will chair the Board of Appeal.

### **Section 3: Procedures for a Board of Appeal**

- The members of the original Board of Reference will provide information and rationale for the decision (via TEAMS or in person). This will be a maximum of 15 minutes. Once finished, they will leave the meeting.
- The party filing the appeal will provide their case (via TEAMS) or in person to the Board of Appeal. They will have a maximum of 15 minutes.
- The panel will deliberate and determine whether a reduction in penalty is warranted.

## Section 4: Results of Board of Appeal

- The Administrative Representative will write a letter outlining the decision made by the Board to the individual, director and administrator of the school involved.
- Failure to comply will result in an indefinite suspension from all AABHN coaching activities.

## ARTICLE 17 – Competition

### Section 1 - AABHN Competitive Seasons

1. FALL (may include the following approved activities):

(The first Executive meeting shall be held within the first two (2) weeks of the school year.

Girls' Basketball  
Girls' Field Hockey  
Boys' Football  
Boys' Volleyball  
Tennis  
Golf  
Cross Country  
Girls Fastpitch  
Boys' Baseball

2. WINTER (may include the following approved activities):

Curling  
Swimming  
Boys Hockey  
Girls Hockey  
Boys'  
Basketball Girls'  
Volleyball  
Wrestling

4. SPRING (may include the following approved activities):

Badminton  
Boys Soccer  
Girls Soccer  
Boys Field Lacrosse  
Girls Field Lacrosse  
Track and Field  
Boys Rugby  
Girls Rugby  
Ultimate Frisbee

## **Section 2: AABHN Start/Stop Dates**

The AABHN Executive will determine start and stop dates prior to the competitive season.

## **Section 3: AABHN Intent to Participate**

A member school's Athletic Contact will indicate which activities their school will participate in by the intent to participate deadlines as listed below:

1. For All Sports
  - i. Intent to Participate due 5 school days prior to the beginning of the season. (Boys' Football may be required earlier)
  - ii. Pre-season Meetings will be held when necessary

### **NOTE:**

For all activities a school participates in, the head coach and/or assistant coach are encouraged to attend any pre- season meeting.

## **Section 4: AABHN Competition**

- The playing regulations of each sport will define levels of play in AABHN competition.
- All team playoffs and championships will be one (1) game only.
- Playoff structures will be based upon the number of teams participating in each sport. See individual sport playing regulations.
- There must be a minimum of three (3) teams participating in a sport level (i.e. junior/senior, boys/girls) for AABHN sponsorship (includes scheduling and awards).
- For team sports, schools are allowed one (1) team per level (junior, senior)

## **Section 5: CWOSSA/OFSAA Competition**

- CWOSSA/OFSAA eligible teams must use CWOSSA/OFSAA eligible student athletes in ALL competition during the school year. CWOSSA/OFSAA-eligible means the student meets all eligibility requirements as defined in the OFSAA playing regulations and the OFSAA by-laws. Any team using an ineligible student-athlete(s) in any league or CWOSSA/OFSAA sanctioned competition during the school year forfeits the right to participate in the OFSAA Championship or Festival.

### Notes:

- The term "competition" does not exclusively refer to league play; it is defined as any time two (2) teams play against each other on a playing surface, whether in Ontario or elsewhere.
- a) AABHN entry to CWOSSA competition in individual/team sports shall be decided at each AABHN D5 and D9 Championship competition.

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<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Boys Volleyball A, AA, AAA Girls Basketball A, AA, AAA Girls Field Hockey Football Boys Golf Girls Golf Cross Country	Boys Basketball A, AA, AAA Girls Volleyball A, AA, AAA Girls Hockey A/AA, AAA Boys Hockey A/AA, AAA Boys Curling Girls Curling Wrestling Swimming	Boys Soccer A, AA, AAA Girls Soccer A, AA, AAA Girls Rugby A/AA, AAA Boys Rugby A/AA, AAA Boys Baseball Boys Lacrosse A/AA, AAA Track and Field Badminton

- b) AABHN schools qualifying individuals and/or teams must meet all CWOSSA/OFSAA expectations including but not limited to entry deadline, payment of entry fees, banquet attendance, supervision and behaviour policies. Teams that fail to do so may be sanctioned by AABHN and/or CWOSSA/OFSAA.
- c) The respective Boards and/or individual schools will provide funding for CWOSSA and OFSAA entry fees, banquet fees and transportation to and from CWOSSA and OFSAA competitions.

**Section 6: Start Times, Dates and Facilities**

- 1. Refer to individual sport playing regulations.

**Section 9: Uniforms**

- 1. For team sports, a school's uniform, should predominantly include its declared school colours.

**Section 10: Scheduled Games**

- 1. Coaches are responsible for reviewing final league game schedules and playoff schedules as to locations, dates, and times to ensure their attendance.
- 2. Failure to attend at the scheduled time will result in forfeiture of the game and/or loss of opportunity to compete.
- 3. Failure to fulfill game requirements leading to the abandonment of a game will result in a loss for that team. A team abandoning a game will be required to cover any costs incurred as determined by AABHN. (eg, transportation, referees)
- 4.
  - a) Schools must be prepared to bring their own warm-up equipment and first aid kit.
  - b) Schools/Teams must endeavor to arrive no earlier than sixty (60) minutes before game time. Teams

arriving earlier than this should be supervised by the head coach, in an area where students from the home school do not congregate.

- c) Visiting schools are entitled access to a change room before and after the completion of the competition.

## **Section 11: Spectators and Supervision**

### **a) Injury of an Athlete/Coach or Emergencies**

- In the event that an athlete is injured and must be taken to the hospital, the staff sponsor must follow appropriate Board policies.  
If an athlete's injury may affect the resumption of a competition, the head coach (in consultation with officials and other affected coaches) will decide if the competition should be continued, suspended or forfeited.
- In the event that the coach is injured and must be taken to the hospital or there is a personal emergency, the game must be suspended unless there is another approved member of the coaching staff (teacher) present. The activity may continue where appropriate, be suspended until a later date or be forfeited.
- Following a Fire or Lockdown procedure being implemented, all parties including the host school administration, coaches and emergency personnel shall be consulted to determine if the event can continue or must be postponed. All parties should be in agreement. (discretion must be used with respect to the emotional, mental and physical well being of all participants at all times following any serious incident.)
- In the event of a weather emergency the safety of all participants is the primary determining factor with respect to whether a contest can begin, continue or resume. Any cancelled activity should be reported immediately to the Convenor and/or the Athletic Project Consultant.
- All emergency situations should be reported to the Convenor/Athletic Project Consultant who will then notify AABHN.

### **b) Code of Behavior for Spectators**

- Spectators are expected to adhere to the OFSAA Code of Behaviour of Spectators that is posted in all facilities.
- Any banners, signs, or flags must be representative of the participating school and be positive in nature.
- Spectators are expected to follow City, County, and Board By-Laws regarding smoking/vaping while attending AABHN events.